



DHS-FAMILY PROTECTION WORKER I

CHARACTERISTICS OF WORK:

This is professional work wherein the incumbent provides direct support services and assistance to professional social worker supervisors in their efforts to strengthen, rehabilitate and preserve families and provide protection and care for children and vulnerable adults in need of supplementary or substitute care, or provide full-time intake services. Incumbents assist professional social worker supervisors in evaluating the social needs of adults and children, and providing protective and placement services for homeless, dependent or neglected children. Work includes assisting professional social worker supervisors in developing and utilizing all agency and community resources which will carry out the above objectives. Work is performed under the direct supervision of a licensed professional social worker supervisor. Incumbents remain on call on a 24-hour basis and may be expected to intervene and/or assist law enforcement in volatile situations involving removing at-risk children/vulnerable adults from abusive parents or guardians. Incumbents will receive training related to job content and must pass a comprehensive test prior to advancement.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in psychology, sociology, nursing, criminal justice, counseling, marriage and family therapy, family studies, or a related field.

Documentation Required:

Incumbent must possess a valid driver's license and proof of insurance which will be verified by the hiring agency.

Note: Within twelve (12) months of hire date, persons employed into this occupational class must successfully complete the certification requirements/minimum training standards for family protection workers as set forth by the Training and Testing Advisory Council Standards and Training. This requirement is in accordance with Senate Bill 2388, 2006 Regular Session and is necessary for conferment of permanent state service status.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts preliminary intake interview and takes applications for public assistance, family and children services, and related services.

Assists and guides families applying for or receiving support with emphasis on current or potential readiness for training and employment or individuals with the family group under the supervision of a professional social worker supervisor.

Assists social worker staff in the investigative process of reports of neglect, abuse or exploitation of children and/or vulnerable adults.

Assists professional social worker supervisors with the placement and supervision of children requiring foster home placement.

Assists in implementing a permanent plan developed by the social worker supervisor and social worker staff.

Appears and testifies in Youth Court, Chancery Court, and Circuit Court when subpoenaed to do so.

Recruits, studies, and recommends foster homes for approval by social worker supervisor.

Provides and/or arranges for services such as housing, day care, and employment of clients, under the direction of a licensed social worker supervisor. All concerns are brought immediately to the attention of the social work supervisor who shall make appropriate intervention.

Helps social worker supervisor assist families and individuals in planning and in securing appropriate services related to their social, medical, financial, legal, child care, home management, and emotional needs.

Provides training to foster parents, under the supervision of the social worker supervisor.

Documents activities and time spent with clients in the case file.

Answers telephone calls and interprets needs and requests of persons calling and refers them to appropriate community resource or agency.

Completes and tracks a variety of necessary forms.

Writes and mails routine correspondence and forms for social worker supervisors.

Provides client transportation, as needed.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.